

Solicitation Number: 07-0008-04
High Performance Computing
Support Service for the Office of Naval Research for the
Code 03R

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0008 Technical, Programmatic and Engineering Support Services are due by 2:00 PM (local), 5 December 2006.

1.0 Background

Because of the importance of High Performance Computing to the Department of Defense (DoD) mission, the Office of the Secretary of the Defense created a Program under Director of Defense Research and Engineering (DDR&E) for this specific purpose. The Office and Program are the DoD High Performance Computing Modernization Program Office (HPCMPO). The Program consists of several component sub-programs, providing among other things hardware and software, centralized high performance computing facilities, backbone networks, and hardware for dedicated projects. Each DoD Service and Agency participates in this program and may draw resources from it.

In order for the Services/Agencies to effectively participate in this program, they must designate "Service/Agency Approval Authorities" (S/AAAs) to administer the accounts, security, reporting, and other activities. In essence the S/AAA's are liaison between the Program (through their parts of the specific Service/Agency) and the users. They also act as the primary point of contact between the researchers/users of HPC resources and the Management of the HPC Centers. The S/AAA must be well-versed in high-performance computing architectures to support the researchers and have enough of a scientific background to grasp the essentials of the researchers' projects to act as their liaison with the computer centers and Program Office.

This is a continuing requirement. The incumbent is Bintech, Inc. (Contract Number N00014-99-D-0516/0003).

2.0 Statement of Work

2.1 Objective

The contractor shall provide staff to serve as S/AAA Specialists. The S/AAA's are a critical link in the DoD HPCMPO, a DDR&E level program, as the primary point of contact with the Program for both researchers/users of HPC resources, the Management of the HPC Centers, and the Program Office. The S/AAA must be well-versed in high-performance computing architectures, their relative strengths and value to the researcher, and have enough of a scientific background to grasp the essentials of the researchers' projects to act as their liaison with the Centers and the Program Office. What follows is a brief outline of the current duties of an S/AAA and an estimation of the time it takes to do the job well.

2.2 Scope

The S/AAAs are required to conduct all tasks listed in Section 2.3 to support ONR and the Navy Principal HPC Advisory Panel member.

2.3 Technical Tasks/Requirements

User Liaison - When problems exist between a Center and a user, and the problems cannot be satisfactorily resolved by the user and Center Staff working together, the S/AAA acts as mediator or brings the issue to higher authority such as the Shared Resource Advisory Panel (SRCAP) for resolution or the Navy HPC Advisory Panel member, which is the Navy Principal located at ONR.

User Consultant - The S/AAA provides the ONR and limited OPNAV researchers with information about systems that are available through the DoD HPCMPO and gives technical advice concerning what systems fit their applications, what systems would provide the best throughput, and what training is available for using a particular Center/system.

Agency Advisor – The S/AAA provides the Navy Principal with any information he/she may need concerning the HPCMPO and the Centers so that the Principal can plan the Navy computational research appropriately and make decisions on how to allocate time on the HPCMPO resources.

Account Administration - These duties are approximately 80-90% of the S/AAA job. The S/AAA provides account applications to potential users, ensures that applications have been filled out properly, adds required Agency and HPCMPO information to every application, and sends applications to appropriate Centers, observing Agency and Center specific guidelines on approvals. The procedure for opening accounts may vary among the Centers, and the S/AAA must follow the correct procedure for

each Center. To effectively manage the resources, the S/AAA must keep track of all projects and all users. For FY07, there are approximately 53 projects and 300 users. The S/AAA works with the Centers to eliminate expired accounts and usually serves as Terminal Area Security Officer (TASO) to get passwords to users in a secure manner and to have passwords reset when necessary. For users who are not located at the TASOs facility (ONR), the TASO must send the passwords and pertinent instructions for the Center and resources to the remote researcher via registered mail. The S/AAA serves as contact point when there is a security breach involving a Center and one of their users. Most recently it has become a requirement for users to complete National Agency Checks (NACs). Working with the ONR security office, the S/AAA must initiate and track NACs.

Requirement's Surveys – The DoD HPCMP Office carefully tracks user requirements by having users fill out a survey each year. The S/AAA coordinates this activity to ensure that the researcher's requirements are reflected accurately. The S/AAA also coordinates interviews with the HPCMP requirements survey team from the HPCMP Office. These interviews may occur every three years. The interviews provide the HPCMPO with a better idea of researchers' needs and feedback on how well the program is meeting the researchers' needs.

Accounting - All Centers mail project and/or user accounting to the S/AAA. Some S/AAA's provide their management with a regular report of this information. The HPCMO soon will begin tracking usage back to requirements listed in the annual surveys, and the S/AAA will be responsible for providing or verifying the usage statistics. The S/AAA's also receive accounting of total usage per agency and per service to pass on to the Navy Principal as requested or required.

Navy-Wide - The S/AAA must cooperate with 18-20 Navy S/AAA(s) located throughout the country. Most interactions occur by telephone and through email exchanges. In addition, some limited interactions may occur with other DoD Service/Agency S/AAA(s) to exchange resources as needed to meet overall DoD requirements.

The S/AAA must become proficient with the HPCMPO Information Environment (IE) electronic database system to manage the projects, users, and resources and communicate with the HPCMPO and other S/AAA(s).

2.4 Reports Data and Other Deliverables

The Contractor shall provide progress and status reports. This report is due on a monthly basis and shall include a list of the level of effort performed and work accomplished during the reporting period and a forecast of work products for the coming month. Typically, these reports are 1-2 pages of work accomplishments, with an additional financial summary of the task. Contractor format is acceptable. Status reports on resources and HPC customer users will be made to the Navy Principal as needed to administer the program. The status reports are infrequent and can be simply downloaded from the HPCMPO MIS database.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint, electronic mail, electronic fax, internet access. In addition, the lead S/AAA and secondary S/AAA must be or become proficient with the HPCMP Intelligent Exchange (IE) database and secure login systems.

3.1.2 ONR Lead Service/Agency Approval Authority (S/AAA): This position requires a Bachelor of Science or Arts degree or 3 or more year's experience as a lead or secondary Service/Agency Approval Authority, and a demonstrated ability to establish and effectively use automated information tracking databases. The position requires experience with the operations, functions, objectives, and administrative procedures of ONR and the DoD High Performance Computing Modernization Program Office in the areas of National Agency Checks, administration of accounts, and planning and managing account allocations as described in the Statement of Work.

3.1.3 ONR Secondary Service/Agency Approval Authority (S/AAA): This position requires a Bachelor of Science or Arts degree or 5 years experience of administrative work as an Administrative Assistant or other position of responsibility. The candidate should have demonstrated strong interpersonal, organizational, communication and analytical skills.

3.2 Level of Effort

The estimated distribution of manpower annually is as follows

<u>Labor Category</u>	<u>Hours per Year</u>
Lead S/AAA	1,840
S/AAA	<u>1,840</u>
Total	3,680

3.2.1 The level of effort has been estimated for the proposed contract. Both a 12-month base period and four 12-month option periods have been defined (Total potential period of performance, with options, is 60-months).

3.2.2 Base Period: The base period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately 2.0 man-years at an average rate of approximately 40 hours per week. A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

Labor Category	Hours Per Year
Lead S/AAA	1,840
S/AAA	1,840
Total	3,680

NOTE: 1840 hours is equivalent to one (1) man-year

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.4 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the contractor's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

3.2.5 Option Periods: There will be a total of 4 option periods, each consisting of 12 months. The period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately 2.0 man-years at an average rate of approximately 40 hours per week. A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

Labor Category	Hours Per Year
Lead S/AAA	1,840
S/AAA	1,840
Total	3,680

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: Base period of 12 months from time of award with (4) one-year options.

4.3 Other Direct Costs (ODCs)

ODCs (including supplies, travel, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total ODC amount is not to exceed (NTE) including G&A \$10,000 per year. At this time, the specific items cannot be identified; however, the ODC total cannot exceed the NTE amount stated in this section. [In addition, a secure electronic fax service must be established to accept/send faxes in lieu of a fax machine.](#)

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

[Travel may be required to support this Statement of Work. Typically, 3 trips are required \(4-5 days each trip\) within the United States for the lead S/AAA and secondary S/AAA.](#) In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.4 Place of Performance: Work will normally be performed at the Government's facility.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for

supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR). The Government furnished resources identified may be obtained from 0600 - 1800 hours Monday through Friday, excluding holidays and days on which the federal Government is closed.

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the High Performance Computing Modernization Program research programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation

and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time. If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement: Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on 30 November 2006. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about 1 January 2007.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is as follows:

Brenda Burke
Senior Contracting Officer
Phone: (703) 588-2440
Fax: (703) 696-3365
Email: burkeb@onr.navy.mil

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees,
both in his

personal capacity and as an employee of _____
as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.

- iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature

Printed Name

Date

Concurrence by the employer:

Supervisor/Manager Signature

Printed Name

Date
